



## **EXTERNAL COMMITTEE / BOARD APPOINTMENTS POLICY**

### **PURPOSE**

Nipissing First Nation recognizes the importance of having representation on external committees or boards. This policy is established to assist with the appointment of members to represent interests of Nipissing First Nation.

To represent Nipissing First Nation on external committees or boards, individuals must be registered members of Nipissing First Nation or another Nation.

All appointments will be made by motion of Council at regular Council meetings.

### **APPOINTMENTS**

1. For seats that require political representation a member of Council will be appointed. This appointment will be made for the period they are on Council. Requirements for board appointments will be reviewed in order to avoid any conflict of interests that could affect Council's decision on the board appointment.
2. Due to the large number of boards and committees that Nipissing First Nation is involved with, it is not always possible to have a political representative available. In these cases an employee may be appointed if their employment duties are directly related to the mandate of the board or committee. If the employee ceases to be an employee of Nipissing First Nation, the appointment will be terminated and a new appointment will be made.
3. When it is not required to have political or employee representation and it is in the best interest of Nipissing First Nation to have community input on the board or committee, a notice will be posted to the members seeking interested candidates. Candidates will be required to indicate their interest in representing Nipissing First Nation by providing a cover letter and resume to the attention of the Chief Executive Officer.

Selection will be based on:

- Background and knowledge.
- Skills.
- Experience on committee/boards.
- Ability to serve.

If a member resigns and cannot attend meetings on a regular basis, the seat will be re-advertised to the membership.

When Elder Representation is required on an external board or committee to represent Nipissing First Nation, an Elder will be appointed by Council.

4. School Board Trustee for the Nipissing-Parry Sound District Catholic School Board will be advertised to Nipissing First Nation registered members residing on reserve. All applicants will be received by the Human Resources Manager and a review process will be conducted by the Human Resource Manager, Director of Education and Director of Administration and/or the Chief Executive Officer. The recommendation will be forwarded to Council for appointment. Should there be no interested or qualified applicants, an appointment will be made by Council and could include the appointment of an elected official.

The representative will also be appointed as a member of the Education Committee and will be required to provide regular updates of Board Trustee business that could affect NFN students.

5. For membership on School Board Advisory Committees or Special Advisory Boards, notices will be posted to NFN debendaagziwaad to seek interested candidates.
6. School Board Trustee for the Near North District School Board (Public) is selected by an interview process as this position represents six First Nations within the school board catchment area. Selection of the Native Trustee is made by a committee of First Nation communities, and appointment is made by a resolution signed by the Chief of each First Nation.

#### **EMPLOYEE COMMITTEE MEMBERSHIPS**

Employees may sit on external committees with other organizations outside regular work hours but they must inform their immediate supervisor to ensure that there is no potential conflict of interests, and it does not in any way negatively affect their work performance with Nipissing First Nation. If an employee is sitting on a committee that is not related to their employment with NFN or has not been appointed by Council to the committee, the employee should not appear to or act in a way that represents NFN.

Employees may also participate on external committees within regular work hours if approval is received and their participation on the committee is of benefit to NFN, and providing that this does not in any way negatively affect their work performance with Nipissing First Nation.

#### **REPORTING:**

Members representing Nipissing First Nation will be required to submit a report to Council or NFN Advisory Committee on a regular basis.

#### **HONOURARIUMS:**

Some boards or committees pay honourariums to members. In cases where honourariums are paid:

- i. Council members may accept the honourarium and have these funds directed to their expense account. When submitting the expense claim for attendance at the meeting, Council may claim the honourarium at their regular rate or the rate paid by the organization providing the honourarium.

- ii. As employees are entitled to claim overtime for attending meetings, employees may accept the honourarium and have these funds directed to their programs expense account. Employees are not entitled to claim the honourarium instead of claiming overtime.
- iii. Community members are eligible to receive the honourarium for their time and expenses.
- iv. Employees may receive paid work time or accrue overtime depending on the timing of meetings for committees where they are formally appointed to by Council and if an honourarium is paid they may accept this on behalf of NFN and submit to the NFN Finance Department where it will be applied against expenses incurred that are related to the committee representation.

**INSURANCE:**

Personal Property including automobile insurance is the responsibility of the individual under their own policy.

*Approved this 5<sup>th</sup> day of February, 2008.*

*Amended and approved this 20<sup>th</sup> day of May, 2014.*

*Amended and approved this 16<sup>th</sup> day of September, 2014.*

*Amended and approved this 1<sup>st</sup> day of August, 2017.*

*Amended and approved this 6<sup>th</sup> day of October, 2020.*

*Amended and approved this 20<sup>th</sup> day of June, 2023.*